

**Greenfield School Committee
School Committee Handbook Sub-Committee
Meeting Minutes
March 25, 2024**

I. Roll Call

Present: Elizabeth DeNeeve (ED) (Sub-Committee Chair), Stacey Sexton (SS)

Absent: Kathryn Martini (KM)

Call to Order: 6:13 p.m. – Greenfield Middle School library

ED noted they would be suspending Robert's Rules of Order to conduct a working/brainstorming session. They will not be adhering to regular Robert's Rules of Order.

II. Public Comment

There were no public members present for comment.

III. Create headers and table of contents

IV. Make a list of operating procedures

(Items III and IV were addressed simultaneously throughout the meeting.)

The sub-committee revisited the document addressed at a prior meeting and noted the need for two outcomes for two related documents.

After much discussion, it was suggested to retitle the document from GPS School Committee Handbook to GPS School Committee Member and Community Resource Handbook. In doing so, the document will accomplish the need to accommodate current and new School Committee members as well as community members.

Suggested headers/sub-headers/topics:

- Statement of Inclusion
- Mission Statement
- Code of Conduct (with consequences)
- Community FAQ Needs (via survey to be conducted through the summer)
- Acronym break-down page
- Goal-setting process
- Budget calendar
- Connection to academic dashboard
- Annual visitation to schools for facility assessments
- School Committee partnerships

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Summary of this evening's work:

- Connecting with two handbook ideas together to create a GPS School Committee Member and Community Resource Handbook
- Develop a section for current and new members (utilizing resources we already have online, etc.)
- Create a section for community members to obtain information on the role/function of the GPS School Committee and how to work with them
- Get a list of outward facing members that are points of contact for families and community members
- Statement of Inclusion/Mission Statement to be developed to align with the district
- Develop Code of Conduct (Refer to the Policy Sub-Committee, or should it be developed by the Handbook Sub-Committee?)
- Community FAQ (Can we source questions via a survey to be available through the summer?)
- Input from the full GPS School Committee?

It was noted that many of these sections may require deeper discussions.

This draft information will go to the full GPS School Committee. A recommendation will be made for them to provide input and suggestions on these topics without violating the meeting laws.

V. Outline of Code of Conduct:

This item will go before the full GPS School Committee for their input as to development and content.

SS noted there were no community members present throughout this meeting, nor was KM (sub-committee member) present for such.

VI. Adjournment:

The meeting was adjourned at 6:51 p.m. The vote was unanimous.

Approved: